

DELAWARE TRANSIT CORPORATION

POSTING NO 048-2009

POSITION VACANCY POSTING

DATE OF POSTING January 8, 2009

CLOSING DATE January 15, 2009

METHOD OF APPLICATION:

EMPLOYMENT APPLICATION

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR BY SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 15, 2009**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 016 JOB CODE #: 104

POSITION TITLE Revenue Handling Specialist

PAY GRADE 7 PAY RATE PAY RANGE \$11.976153 - \$15.968205
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Stores

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday – Friday

SUMMARY OF POSITION:

The Revenue Handling Specialist is responsible for sorting and counting revenue; destroying used transit tickets; preparing deposit records; routine revenue checks of drivers= manifests; and generating daily and monthly reports. The incumbent must maintain a high level of security at all times.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

NOTE:

Must possess a valid driver's license at time of appointment.

1. Experience in cash handling and deposit preparations.

Applicants must detail all experience in handling cash and preparing bank deposits.

2. Experience in basic computer software programs.

Applicants must detail all experience in basic computer software programs.

3. Experience in providing customer service involving mathematical skills.

Applicants must detail all experience in providing customer service involving mathematical skills.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

=====

EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Preferred Qualifications."

Req.# 700678